# Terms of Reference
# Data Management Roles

## March 2018

# Introduction

In this document we have included general ToRs for a Data Manager and a Data Technician. These terms of reference are provided to help PIs and researchers with the task of determining the responsibilities of a data manager and other data management staff and as guidance for what should be expected from a data manager. These ToRs will need modifying and contextualising to make them appropriate for specific research projects. It is important to budget for these roles; see the separate document on Budgeting and Planning for Data Management for further details.

# Data Manager

The role of the data manager is to provide expertise to guide, support and oversee data management within the project.

He/she should have experience in handling data of different types including:

- Survey, experimental and monitoring data;
- Video and audio files;
- Images and photos;
- Digital maps.

## Role and Responsibilities

- Develop, maintain and enhance project databases, wherever located, while maintaining data quality standards in accordance with the project data management strategy.
- Interact with researchers within the project and beyond, and support them on issues related to data access and management, including the production of data that can be archived and published via project databases.
- Collaborate with project staff to organise and publish databases using basic web interfaces and languages, including web-based visualisation of spatial data and maps.
- Keep abreast of developments in information technology and assist in advising the project team on latest information technology solutions.
- Contribute to the development and implementation of the project data management strategy.

## The data manager should have:

- A professional degree in related fields (IT desirable);
- Comprehensive knowledge and up-to-date understanding of computing systems, databases and programming;
- Good knowledge of data management science, spatial analysis and metadata standards.

## He/she should:

- Value the sharing of information and continuous improvement in a cooperative atmosphere of constructive evaluation and learning;
- Be a team player with excellent interpersonal and communication skills, with the ability to effectively interact with people at all levels in a multi-cultural and multi-disciplinary environment;

- Have the ability to write and produce clear documentation;
- Be a completer-finisher and have the ability to notice details while keeping in mind the big picture.


## Data Technician

The main role of the Data Technician is to provide technical support to the Data Manager.

### Role and Responsibilities

The data technician would be expected to assist the data manager in a variety of roles. These could include:

- Developing data entry systems for data collection using:
  o Hand-held devices (e.g. ODK)
  o Paper questionnaires (e.g. CSPro)
- Running quality assurance checks on data;
- Extracting data for analysis;
- Writing data management guidelines;
- Helping to train project members on data management issues;
- Assisting teams with the creation and management of a data and document store (DDS);
- Assisting the data manager in implementing the project Data Management Strategy and other initiatives related to data.

### The data technician should have:

- A professional degree in related fields (IT desirable);
- Comprehensive knowledge and up-to-date understanding of computer systems, databases and programming;
- Good knowledge and experience of data management science and metadata standards.

### He/she should:

- Value the sharing of information and continuous improvement in a cooperative atmosphere of constructive evaluation and learning;
- Be a team player with good interpersonal and communication skills;
- Have excellent organisational skills and be able to demonstrate attention to detail;
- Be willing to carry out repetitive tasks and see a job through to the end;
- Be able to write and produce clear documents and guidelines for researchers;
- Have some experience in data archiving.